

**MDOT MBE FORM A  
STATE-FUNDED CONTRACTS  
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT  
PAGE 1 OF 2**

THIS AFFIDAVIT MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT THIS AFFIDAVIT AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

In connection with the bid/proposal submitted in response to Solicitation No. MAA-MC-21-010, I affirm the following:

**1. MBE Participation (PLEASE CHECK ONLY ONE)**

I have met the overall certified Minority Business Enterprise (MBE) participation goal of FIFTEEN percent (15%) and the following subgoals, if applicable:  
zero percent (0%) for African American-owned MBE firms  
zero percent (0%) for Hispanic American-owned MBE firms  
zero percent (0%) for Asian American-owned MBE firms  
zero percent (0%) for Women-owned MBE firms

I agree that these percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), will be performed by certified MBE firms as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

**OR**

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified MBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

**2. Additional MBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts);
- (c) If waiver requested, MBE Waiver Request Documentation and Forms (MDOT MBE/DBE Form E – Good Faith Efforts Guidance and Documentation) per COMAR 21.11.03.11; and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/ offeror's susceptibility of being selected for award in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

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**3. Information Provided to MBE firms**


In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

**4. Products and Services Provided by MBE firms**

I hereby affirm that the MBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

A-Ford Able Tree Service, LLC  
Company Name

  
\_\_\_\_\_  
Signature of Representative

607 Dover Rd Easley  
Address

Fannie Ford Gwara  
Printed Name and Title

MD 21601  
City, State and Zip Code

10-29-2020  
Date

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
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**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.**

**PLEASE READ BEFORE COMPLETING THIS FORM**

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at [www.mdot.state.md.us](http://www.mdot.state.md.us) to determine if a firm is certified for the appropriate North American Industry Classification System (“NAICS”) Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit [www.naics.com](http://www.naics.com). Only those specific products and/or services for which a prime or subcontractor is a certified MBE in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the MBE firm (whether a prime or subcontractor) must be certified for that specific NAICS Code (“MBE” for State-funded projects designation after NAICS Code). **WARNING:** If the firm’s NAICS Code is in **graduated status**, such services/products **will not be counted** for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the word graduated after the appropriate NAICS Code).
3. Examining the NAICS Code is the **first step** in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The **second step** is to determine whether a firm’s Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are being used to achieve the MBE participation goals. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT’s Office of Minority Business Enterprise at 1-800-544-6056 or via email at [mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us).
4. Complete the Part 2 – MBE Participation Schedule for all certified MBE firms (including primes and subcontractors) being used to achieve the MBE participation goal and subgoals, if any.
5. **MBE Prime Self-Performance.** When a certified MBE firm participates as a prime (independently or as part of a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. In order to receive credit for self-performance, an MBE prime must be (a) a certified MBE (see 1-3 above) and (b) listed in the Part 2 – MBE Participation Schedule with its certification number, the certification classification under which it will self-perform, and the percentage of the contract that can be counted as MBE self-performance. For the remaining portion of the overall goal and any subgoals, the MBE prime must also list, in the Part 2 – MBE Participation Schedule, other certified MBE firms used to meet those goals or, after making good faith efforts to obtain the participation of additional MBE firms, request a waiver. Note: A dually-certified MBE firm can use its own forces toward fulfilling **ONLY ONE** of the MBE subgoals for which it can be counted.
6. The Contractor’s subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority may approve a third-tier contracting agreement: (a) the bidder/offeree must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid/proposal in Part 2 of this MBE Participation Schedule.
7. For each MBE firm that is being used as a supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the **amount of the subcontract for purposes of achieving the MBE participation goals:**
  - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
  - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C only if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then no MBE participation credit will be given for the supply of these products.

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**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
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- C. For purposes of achieving the MBE participation goal, you may count only the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. For Column 3 of the MBE Participation Schedule, please divide the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services by the total Contract value and insert the percentage in Line 3.1.
- D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. For Column 3 of the MBE Participation Schedule, please divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.
- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES and the MBE firm is furnishing and installing the materials and is certified to perform these services, please divide the total subcontract amount (including full value of supplies) by the total Contract value and insert the percentage in Line 3.1. If the answer is YES and the MBE firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). To apply the 60% Rule, first divide the amount of the subcontract for these supplies/products only (not installation) by the total Contract value. Then, multiply the result by sixty percent (60%) and insert the percentage in Line 3.2.

8. For each MBE firm that is not being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the amount of the subcontract for purposes of achieving the MBE participation goals, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.

**Example:** \$ 2,500 (Total Subcontract Amount) ÷ \$10,000 (Total Contract Value) x 100 = 25%

9. **WARNING:** The percentage of MBE participation, computed using the percentage amounts determined per Column 3 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts for this solicitation. If a bidder/offeror is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder/offeror must request a waiver in Form A or the bid will be deemed not responsive, or the proposal not susceptible of being selected for award. You may wish to use the attached Goal/Subgoal Worksheet to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
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**GOAL/SUBGOAL PARTICIPATION WORKSHEET**

1. Complete the Part 2 – MBE Participation Schedule for each MBE being used to meet the MBE goal and any subgoals.
2. After completion of the Part 2 – MBE Participation Schedule, you may use the Goal/Subgoal Worksheet to calculate the total MBE participation commitment for the overall goal and any subgoals.
3. **MBE Overall Goal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the overall participation percentages determined in Line 3.3 for the MBE prime total.
4. **MBE Subgoal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the subgoal participation percentages determined in Line 3.3 for the MBE prime total.
5. The percentage amount for the MBE overall participation in the Total MBE Firm Participation Box F1 should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Overall Goal Participation Column of the Worksheet.
6. The percentage amount for the MBE subgoal participation in the Total MBE Firm Participation Box L should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Subgoal Participation Column of the Worksheet.

GOAL/SUBGOAL WORKSHEET		
MBE Classification	MBE Overall Goal Participation	MBE Subgoal Participation
<b>(A)</b> Total African American Firm Participation (Add percentages determined for African American-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
<b>(B)</b> Total Hispanic American Firm Participation (Add percentages determined for Hispanic American-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
<b>(C)</b> Total Asian American Firm Participation (Add percentages listed for Asian American-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
<b>(D)</b> Total Women-Owned Firm Participation (Add percentages determined for Women-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
<b>(E)</b> Total for all other MBE Firms (Add percentages for firms listed as Other MBE Classification per Column 3 of the MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
<b>Total MBE Firm Participation</b> (Add total percentages determined for all MBE Firms in each column of the Worksheet)	<b>(F1)</b> <u>6</u> %	<b>(F2)</b> <u>0</u> %

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 2 – MBE PARTICIPATION SCHEDULE**  
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Prime Contractor	Project Description	Solicitation Number
	Tree Care Maintenance and Removal Services at BWI Thurgood Marshall and Martin State Airports	MAA-MC-21-010

LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.
<p><b>NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER</b></p>	<p><b>CERTIFICATION NO. AND MBE CLASSIFICATION</b></p>	<p><b>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.</b></p>
<p><b>MBE Name:</b></p> <hr/> <p><input type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, &amp; 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.</p> <p><input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C.</p> <p><input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions</p>	<p><b>Certification Number:</b></p> <hr/> <p><b>(If dually certified, check only one box.)</b></p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <hr/>	<p><b>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</b></p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p><b>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS).</b></p> <p>_____ % Total percentage of Supplies/Products</p> <p>x _____ 60% (60% Rule)</p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p><b>3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE).</b></p> <p>(a) _____ % Total percentage for self-performed items of work in which MBE is certified)</p> <p>(b) _____ % (Insert 50% of MBE overall goal)</p> <p>(c) _____ % (Insert subgoal for classification checked in Column 2, if applicable)</p> <p>Percentages for purposes of calculating achievement of MBE Participation goals:</p> <ul style="list-style-type: none"> <li>➤ For MBE Overall goal – Use lesser of (a) or (b)</li> <li>➤ For MBE Subgoal – Use lesser of (a) or (c)</li> <li>➤ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.</li> </ul>

Check here if Continuation Sheets are attached.

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 2 – MBE PARTICIPATION SCHEDULE**  
**CONTINUATION SHEET**  
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Prime Contractor	Project Description	Solicitation Number
	Tree Care Maintenance and Removal Services at BWI Thurgood Marshall and Martin State Airports	MAA-MC-21-010

LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals (if applicable) set forth in Form A.
<p><b>NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER</b></p>	<p><b>CERTIFICATION NO. AND MBE CLASSIFICATION</b></p>	<p><b>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.</b></p>
<p><b>MBE Name:</b></p> <hr/> <p><input type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, &amp; 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.</p> <p><input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C.</p> <p><input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions</p>	<p><b>Certification Number:</b></p> <hr/> <p><b>(If dually certified, check only one box.)</b></p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <hr/>	<p><b>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</b></p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p><b>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS).</b></p> <p>_____ % Total percentage of Supplies/Products</p> <p>x _____ 60% (60% Rule)</p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p><b>3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE).</b></p> <p>(a) _____ % Total percentage for self-performed items of work in which MBE is certified)</p> <p>(b) _____ % (Insert 50% of MBE overall goal)</p> <p>(c) _____ % (Insert subgoal for classification checked in Column 2, if applicable)</p> <p>Percentages for purposes of calculating achievement of MBE Participation goals:</p> <ul style="list-style-type: none"> <li>➤ For MBE Overall goal – Use lesser of (a) or (b)</li> <li>➤ For MBE Subgoal – Use lesser of (a) or (c)</li> <li>➤ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.</li> </ul>

Check here if Continuation Sheets are attached.

**MDOT MBE FORM B  
STATE-FUNDED CONTRACTS  
PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL  
AS DIRECTED IN THE INVITATION TO BID/ REQUEST FOR PROPOSALS.**

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form B for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form B.

The undersigned Prime Contractor hereby certifies and agrees that they have fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

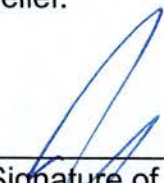
- (1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority business enterprise in its bid or proposal;
- (2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
- (3) fail to use the certified minority business enterprise in the performance of the contract; or
- (4) pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form B are true to the best of my knowledge, information and belief.

A. Ford Able Tree Service LLC  
Company Name

607 Dover Rd  
Address

Easter Md 21601  
City, State and Zip Code

  
Signature of Representative

Eddie Ford  
Printed Name and Title

10-29-2015  
Date



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In connection with the bid/proposal submitted in response to Solicitation No. MAA-MC-21-010, I affirm the following:

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**OR**

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified MBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

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I hereby affirm that the MBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

McKenzie Contracting  
Company Name

  
Signature of Representative

1881 Peace CT E  
Address

Dillon Aldrich estimator  
Printed Name and Title

ST. Leonard MD 20685  
City, State and Zip Code

10/28/20  
Date

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
**PAGE 1 OF 3**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.**

**PLEASE READ BEFORE COMPLETING THIS FORM**

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at [www.mdot.state.md.us](http://www.mdot.state.md.us) to determine if a firm is certified for the appropriate North American Industry Classification System ("NAICS") Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit [www.naics.com](http://www.naics.com). Only those specific products and/or services for which a prime or subcontractor is a certified MBE in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the MBE firm (whether a prime or subcontractor) must be certified for that specific NAICS Code ("MBE" for State-funded projects designation after NAICS Code). **WARNING:** If the firm's NAICS Code is in **graduated status**, such services/products **will not be counted** for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the word graduated after the appropriate NAICS Code).
3. Examining the NAICS Code is the **first step** in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The **second step** is to determine whether a firm's Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are being used to achieve the MBE participation goals. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email at [mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us).
4. Complete the Part 2 – MBE Participation Schedule for all certified MBE firms (including primes and subcontractors) being used to achieve the MBE participation goal and subgoals, if any.
5. **MBE Prime Self-Performance.** When a certified MBE firm participates as a prime (independently or as part of a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. In order to receive credit for self-performance, an MBE prime must be (a) a certified MBE (see 1-3 above) and (b) listed in the Part 2 – MBE Participation Schedule with its certification number, the certification classification under which it will self-perform, and the percentage of the contract that can be counted as MBE self-performance. For the remaining portion of the overall goal and any subgoals, the MBE prime must also list, in the Part 2 – MBE Participation Schedule, other certified MBE firms used to meet those goals or, after making good faith efforts to obtain the participation of additional MBE firms, request a waiver. Note: A dually-certified MBE firm can use its own forces toward fulfilling **ONLY ONE** of the MBE subgoals for which it can be counted.
6. The Contractor's subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority may approve a third-tier contracting agreement: (a) the bidder/offeror must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid/proposal in Part 2 of this MBE Participation Schedule.
7. For each MBE firm that is being used as a supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the **amount of the subcontract for purposes of achieving the MBE participation goals:**
  - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
  - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C **only** if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then **no** MBE participation credit will be given for the supply of these products.

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
**PAGE 2 OF 3**

- C. For purposes of achieving the MBE participation goal, you may count only the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. For Column 3 of the MBE Participation Schedule, please divide the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services by the total Contract value and insert the percentage in Line 3.1.
- D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. For Column 3 of the MBE Participation Schedule, please divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.
- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES and the MBE firm is furnishing and installing the materials and is certified to perform these services, please divide the total subcontract amount (including full value of supplies) by the total Contract value and insert the percentage in Line 3.1. If the answer is YES and the MBE firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). To apply the 60% Rule, first divide the amount of the subcontract for these supplies/products only (not installation) by the total Contract value. Then, multiply the result by sixty percent (60%) and insert the percentage in Line 3.2.
8. For each MBE firm that **is not** being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the **amount of the subcontract for purposes of achieving the MBE participation goals**, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.

**Example:** \$ 2,500 (Total Subcontract Amount) ÷ \$10,000 (Total Contract Value) x 100 = 25%

9. **WARNING:** The percentage of MBE participation, computed using the percentage amounts determined per Column 3 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts for this solicitation. If a bidder/offeror is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder/offeror must request a waiver in Form A or the bid will be deemed not responsive, or the proposal not susceptible of being selected for award. You may wish to use the attached Goal/Subgoal Worksheet to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
**PAGE 3 OF 3**

**GOAL/SUBGOAL PARTICIPATION WORKSHEET**

1. Complete the Part 2 – MBE Participation Schedule for each MBE being used to meet the MBE goal and any subgoals.
2. After completion of the Part 2 – MBE Participation Schedule, you may use the Goal/Subgoal Worksheet to calculate the total MBE participation commitment for the overall goal and any subgoals.
3. **MBE Overall Goal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the overall participation percentages determined in Line 3.3 for the MBE prime total.
4. **MBE Subgoal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the subgoal participation percentages determined in Line 3.3 for the MBE prime total.
5. The percentage amount for the MBE overall participation in the Total MBE Firm Participation Box F1 should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Overall Goal Participation Column of the Worksheet.
6. The percentage amount for the MBE subgoal participation in the Total MBE Firm Participation Box L should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Subgoal Participation Column of the Worksheet.

<b>GOAL/SUBGOAL WORKSHEET</b>		
<b>MBE Classification</b>	<b>MBE Overall Goal Participation</b>	<b>MBE Subgoal Participation</b>
<b>(A)</b> Total African American Firm Participation (Add percentages determined for African American-Owned Firms per Column 3 of MBE Participation Schedule)	<u>0</u> %subs <u>0</u> %prime	<u>0</u> %subs <u>0</u> %prime
<b>(B)</b> Total Hispanic American Firm Participation (Add percentages determined for Hispanic American-Owned Firms per Column 3 of MBE Participation Schedule)	<u>0</u> %subs <u>0</u> %prime	<u>0</u> %subs <u>0</u> %prime
<b>(C)</b> Total Asian American Firm Participation (Add percentages listed for Asian American-Owned Firms per Column 3 of MBE Participation Schedule)	<u>0</u> %subs <u>0</u> %prime	<u>0</u> %subs <u>0</u> %prime
<b>(D)</b> Total Women-Owned Firm Participation (Add percentages determined for Women-Owned Firms per Column 3 of MBE Participation Schedule)	<u>0</u> %subs <u>0</u> %prime	<u>0</u> %subs <u>0</u> %prime
<b>(E)</b> Total for all other MBE Firms (Add percentages for firms listed as Other MBE Classification per Column 3 of the MBE Participation Schedule)	<u>0</u> %subs <u>0</u> %prime	<u>0</u> %subs <u>0</u> %prime
<b>Total MBE Firm Participation</b> (Add total percentages determined for all MBE Firms in each column of the Worksheet)	<b>(F1)</b> <u>0</u> %	<b>(F2)</b> <u>0</u> %

**MDOT MBE FORM B  
STATE-FUNDED CONTRACTS  
PART 2 – MBE PARTICIPATION SCHEDULE**

PAGE    OF   

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.**

Prime Contractor	Project Description	Solicitation Number
	Tree Care Maintenance and Removal Services at BWI Thurgood Marshall and Martin State Airports	MAA-MC-21-010

LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.
<b>NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER</b>	<b>CERTIFICATION NO. AND MBE CLASSIFICATION</b>	<b>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.</b>
<b>MBE Name:</b>  <input type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.  <input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C.  <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions	<b>Certification Number:</b>  <b>(If dually certified, check only one box.)</b> <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	<b>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</b>  <u>      </u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  <b>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS).</b>  <u>      </u> % Total percentage of Supplies/Products  x <u>      </u> 60% (60% Rule)  <u>      </u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  <b>3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE).</b>  (a) <u>      </u> % Total percentage for self-performed items of work in which MBE is certified) (b) <u>      </u> % (Insert 50% of MBE overall goal) (c) <u>      </u> % (Insert subgoal for classification checked in Column 2, if applicable)  Percentages for purposes of calculating achievement of MBE Participation goals: ◆ For MBE Overall goal – Use lesser of (a) or (b) ◆ For MBE Subgoal – Use lesser of (a) or (c) ◆ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.

Check here if Continuation Sheets are attached.

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 2 – MBE PARTICIPATION SCHEDULE**  
**CONTINUATION SHEET**

PAGE    OF   

Prime Contractor	Project Description	Solicitation Number
	Tree Care Maintenance and Removal Services at BWI Thurgood Marshall and Martin State Airports	MAA-MC-21-010

LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.
<b>NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER</b>	<b>CERTIFICATION NO. AND MBE CLASSIFICATION</b>	<b>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.</b>
<b>MBE Name:</b>  <input type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.  <input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C.  <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions	<b>Certification Number:</b>  <b>(If dually certified, check only one box.)</b> <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	<b>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</b>  <u>    </u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  <b>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS).</b>  <u>    </u> % Total percentage of Supplies/Products x <u>    </u> 60% (60% Rule)  <u>    </u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  <b>3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE)..</b>  (a) <u>    </u> % Total percentage for self-performed items of work in which MBE is certified) (b) <u>    </u> % (Insert 50% of MBE overall goal) (c) <u>    </u> % (Insert subgoal for classification checked in Column 2, if applicable)  Percentages for purposes of calculating achievement of MBE Participation goals: ➤ For MBE Overall goal – Use lesser of (a) or (b) ➤ For MBE Subgoal – Use lesser of (a) or (c) ➤ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.

Check here if Continuation Sheets are attached.

**MDOT MBE FORM B  
STATE-FUNDED CONTRACTS  
PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL  
AS DIRECTED IN THE INVITATION TO BID/ REQUEST FOR PROPOSALS.**


I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form B for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form B.

The undersigned Prime Contractor hereby certifies and agrees that they have fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority business enterprise in its bid or proposal;
- (2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
- (3) fail to use the certified minority business enterprise in the performance of the contract; or
- (4) pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form B are true to the best of my knowledge, information and belief.

Mckenzie Contracting  
Company Name

  
Signature of Representative

1881 Peace CT E  
Address

Dillon Adrich estimator  
Printed Name and Title

St. Leonard MD 20685  
City, State and Zip Code

10/28/20  
Date



**MDOT MBE FORM A  
STATE-FUNDED CONTRACTS  
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT  
PAGE 1 OF 2**

THIS AFFIDAVIT MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT THIS AFFIDAVIT AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

In connection with the bid/proposal submitted in response to Solicitation No. MAA-MC-21-010, I affirm the following:

**1. MBE Participation (PLEASE CHECK ONLY ONE)**

I have met the overall certified Minority Business Enterprise (MBE) participation goal of FIFTEEN percent (15%) and the following subgoals, if applicable:  
zero percent (0%) for African American-owned MBE firms  
zero percent (0%) for Hispanic American-owned MBE firms  
zero percent (0%) for Asian American-owned MBE firms  
zero percent (0%) for Women-owned MBE firms

I agree that these percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), will be performed by certified MBE firms as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

OR

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified MBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

**2. Additional MBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:  
(a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts);  
(b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts);  
(c) If waiver requested, MBE Waiver Request Documentation and Forms (MDOT MBE/DBE Form E - Good Faith Efforts Guidance and Documentation) per COMAR 21.11.03.11; and  
(d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/offeror's susceptibility of being selected for award in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

**MDOT MBE FORM A  
STATE-FUNDED CONTRACTS  
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT  
PAGE 2 OF 2**

**3. Information Provided to MBE firms**

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

**4. Products and Services Provided by MBE firms**

I hereby affirm that the MBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

RJO Services, LLC  
Company Name

  
Signature of Representative

318 Baltimore Annapolis Blvd.  
Address

Thomas H. Sears, President  
Printed Name and Title

Severna Park, MD. 21146  
City, State and Zip Code

10-29-20  
Date

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS**  
**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
**PAGE 1 OF 3**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.**

**PLEASE READ BEFORE COMPLETING THIS FORM**

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at [www.mdot.state.md.us](http://www.mdot.state.md.us) to determine if a firm is certified for the appropriate North American Industry Classification System ("NAICS") Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit [www.naics.com](http://www.naics.com). Only those specific products and/or services for which a prime or subcontractor is a certified MBE in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the MBE firm (whether a prime or subcontractor) must be certified for that specific NAICS Code ("MBE" for State-funded projects designation after NAICS Code). **WARNING:** If the firm's NAICS Code is in **graduated status**, such services/products **will not be counted** for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the word graduated after the appropriate NAICS Code).
3. Examining the NAICS Code is the **first step** in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The **second step** is to determine whether a firm's Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are being used to achieve the MBE participation goals. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email at [mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us).
4. Complete the Part 2 – MBE Participation Schedule for all certified MBE firms (including primes and subcontractors) being used to achieve the MBE participation goal and subgoals, if any.
5. **MBE Prime Self-Performance.** When a certified MBE firm participates as a prime (independently or as part of a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. In order to receive credit for self-performance, an MBE prime must be (a) a certified MBE (see 1-3 above) and (b) listed in the Part 2 – MBE Participation Schedule with its certification number, the certification classification under which it will self-perform, and the percentage of the contract that can be counted as MBE self-performance. For the remaining portion of the overall goal and any subgoals, the MBE prime must also list, in the Part 2 – MBE Participation Schedule, other certified MBE firms used to meet those goals or, after making good faith efforts to obtain the participation of additional MBE firms, request a waiver. Note: A dually-certified MBE firm can use its own forces toward fulfilling ONLY ONE of the MBE subgoals for which it can be counted.
6. The Contractor's subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority may approve a third-tier contracting agreement: (a) the bidder/offeror must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid/proposal in Part 2 of this MBE Participation Schedule.
7. For each MBE firm that is being used as a supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the **amount of the subcontract for purposes of achieving the MBE participation goals:**
  - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
  - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C only if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then no MBE participation credit will be given for the supply of these products.

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- C. For purposes of achieving the MBE participation goal, you may count only the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. For Column 3 of the MBE Participation Schedule, please divide the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services by the total Contract value and insert the percentage in Line 3.1.
- D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. For Column 3 of the MBE Participation Schedule, please divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.
- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES and the MBE firm is furnishing and installing the materials and is certified to perform these services, please divide the total subcontract amount (including full value of supplies) by the total Contract value and insert the percentage in Line 3.1. If the answer is YES and the MBE firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). To apply the 60% Rule, first divide the amount of the subcontract for these supplies/products only (not installation) by the total Contract value. Then, multiply the result by sixty percent (60%) and insert the percentage in Line 3.2.
8. For each MBE firm that is not being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the amount of the subcontract for purposes of achieving the MBE participation goals, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.
- Example:** \$ 2,500 (Total Subcontract Amount) ÷ \$10,000 (Total Contract Value) x 100 = 25%
9. **WARNING:** The percentage of MBE participation, computed using the percentage amounts determined per Column 3 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts for this solicitation. If a bidder/offeror is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder/offeror must request a waiver in Form A or the bid will be deemed not responsive, or the proposal not susceptible of being selected for award. You may wish to use the attached Goal/Subgoal Worksheet to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

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**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**  
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**GOAL/SUBGOAL PARTICIPATION WORKSHEET**

1. Complete the Part 2 – MBE Participation Schedule for each MBE being used to meet the MBE goal and any subgoals.
2. After completion of the Part 2 – MBE Participation Schedule, you may use the Goal/Subgoal Worksheet to calculate the total MBE participation commitment for the overall goal and any subgoals.
3. **MBE Overall Goal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the overall participation percentages determined in Line 3.3 for the MBE prime total.
4. **MBE Subgoal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the subgoal participation percentages determined in Line 3.3 for the MBE prime total.
5. The percentage amount for the MBE overall participation in the Total MBE Firm Participation Box F1 should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Overall Goal Participation Column of the Worksheet.
6. The percentage amount for the MBE subgoal participation in the Total MBE Firm Participation Box L should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Subgoal Participation Column of the Worksheet.

GOAL/SUBGOAL WORKSHEET		
MBE Classification	MBE Overall Goal Participation	MBE Subgoal Participation
(A) Total African American Firm Participation (Add percentages determined for African American-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs <u>15</u> %prime	_____ %subs _____ %prime
(B) Total Hispanic American Firm Participation (Add percentages determined for Hispanic American-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
(C) Total Asian American Firm Participation (Add percentages listed for Asian American-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
(D) Total Women-Owned Firm Participation (Add percentages determined for Women-Owned Firms per Column 3 of MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
(E) Total for all other MBE Firms (Add percentages for firms listed as Other MBE Classification per Column 3 of the MBE Participation Schedule)	_____ %subs _____ %prime	_____ %subs _____ %prime
<b>Total MBE Firm Participation</b> (Add total percentages determined for all MBE Firms in each column of the Worksheet)	(F1) <u>15</u> %	(F2) <u>N/A</u> %

**MDOT MBE FORM B**  
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**PART 2 – MBE PARTICIPATION SCHEDULE**  
**CONTINUATION SHEET**  
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Prime Contractor	Project Description	Solicitation Number
<i>RJO Services, LLC</i>	Tree Care Maintenance and Removal Services at BWI Thurgood Marshall and Martin State Airports	MAA-MC-21-010

LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.
NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER  MBE Name: <i>CBY Enterprises, Inc</i>	CERTIFICATION NO. AND MBE CLASSIFICATION  Certification Number: <i>98-146</i>	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.
<input checked="" type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.  <input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C.  <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions	(If dually certified, check only one box.) <input checked="" type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	3.1. <b>TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR</b> (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).  <u>15</u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  3.2. <b>TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER</b> (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS).  _____ % Total percentage of Supplies/Products x <u>60</u> % (60% Rule)  _____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  3.3. <b>TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE</b> (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE).  (a) _____ % Total percentage for self-performed items of work in which MBE is certified (b) _____ % (Insert 50% of MBE overall goal) (c) _____ % (Insert subgoal for classification checked in Column 2, if applicable)  Percentages for purposes of calculating achievement of MBE Participation goals: ➔ For MBE Overall goal – Use lesser of (a) or (b) ➔ For MBE Subgoal – Use lesser of (a) or (c) ➔ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.

Check here if Continuation Sheets are attached.

**MDOT MBE FORM B**  
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**PART 2 – MBE PARTICIPATION SCHEDULE**  
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**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.**

Prime Contractor	Project Description	Solicitation Number
RJO Services, LLC	Tree Care Maintenance and Removal Services at BWI Thurgood Marshall and Martin State Airports	MAA-MC-21-010

LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.
<b>NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER</b>	<b>CERTIFICATION NO. AND MBE CLASSIFICATION</b>	<b>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.</b>
<b>MBE Name:</b> CBY Enterprises, Inc.  <input checked="" type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.  <input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C.  <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions	<b>Certification Number:</b> 98-146  <b>(If dually certified, check only one box.)</b> <input checked="" type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	<b>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</b>  <u>15</u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  <b>3.2. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS).</b>  _____ % Total percentage of Supplies/Products x _____ 60% (60% Rule)  _____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)  <b>3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE).</b>  (a) _____ % Total percentage for self-performed items of work in which MBE is certified) (b) _____ % (Insert 50% of MBE overall goal) (c) _____ % (Insert subgoal for classification checked in Column 2, if applicable)  Percentages for purposes of calculating achievement of MBE Participation goals: ➔ For MBE Overall goal – Use lesser of (a) or (b) ➔ For MBE Subgoal – Use lesser of (a) or (c) ➔ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.

Check here if Continuation Sheets are attached.

**MDOT MBE FORM B  
STATE-FUNDED CONTRACTS  
PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL  
AS DIRECTED IN THE INVITATION TO BID/ REQUEST FOR PROPOSALS.**

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form B for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form B.

The undersigned Prime Contractor hereby certifies and agrees that they have fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority business enterprise in its bid or proposal;
- (2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
- (3) fail to use the certified minority business enterprise in the performance of the contract; or
- (4) pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form B are true to the best of my knowledge, information and belief.

RJO Services, LLC

Company Name

318 Baltimore Annapolis Blvd.

Address

Severna Park, MD. 21144

City, State and Zip Code



Signature of Representative

Thomas H. Sears, President

Printed Name and Title

10.27.20

Date



SECTION P

**BID**

BID OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FACSIMILE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

BID GUARANTY \_\_\_\_\_ Required

TIME OF COMPLETION \_\_\_\_\_ See TP-1.04 Duration

LIQUIDATED DAMAGES PER \_\_\_\_\_ N/A

BIDS ARE IRREVOCABLE FOR 90 DAYS FOLLOWING BID OPENING

TO THE MARYLAND AVIATION ADMINISTRATION  
BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT

GENTLEMEN:

The undersigned hereby declares to have carefully examined the Specifications entitled: Maryland Department of Transportation, Maryland Aviation Administration, **Contract No. MAA-MC-21-010, Tree Care Services at Baltimore/Washington International Thurgood Marshall Airport (BWI Thurgood Marshall) and Martin State (MTN) Airports, dated September, 2020.**

The undersigned proposes and agrees to furnish all labor, materials, equipment and services necessary for the above-said project for the Maryland Department of Transportation Maryland Aviation Administration MDOT MAA in accordance with the Specifications and other Contract Documents including all Addenda at and for the following price(s):

Bidders shall submit positive unit price amounts or a bid of zero on the Bid form only. No negative unit price amounts shall be accepted as responsive bids.

## Section I - First Year Costs

### Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	30.99	X	6	=	\$ 3718.80
2	FAA-ASR Roadway	2	X	542.00	X	2	=	\$ 2168.00
3	BWI Marshall Trail	14	X	73.50	X	2	=	\$ 2058.00
4	BWI Marshall Fire Trail	7	X	148.94	X	2	=	\$ 2084.16
Sub Total Part I - Inspection Costs							=	\$ 10,029.40

### Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 129.00	X	50	=	\$ 6450	
2	Between 10" and 18"	14	\$ 305.00	X	100	=	\$ 30,500	
3	Between 18" and 26"	22	\$ 745.00	X	50	=	\$ 37,250	
4	Between 26" and 34"	30	\$ 1300.00	X	20	=	\$ 26,000	
5	Between 34" and 42"	38	\$ 1225.00	X	20	=	\$ 24,500	
6	Between 42" and 46"	44	\$ 600.00	X	10	=	\$ 6000	
7	Over 46"	50	\$ 600.00	X	5	=	\$ 3000	
Sub Total Part II - Tree Removal Costs							=	\$ 133,700

### Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5000.00	
Sub Total Part III - Special Equipment and Service Costs						=	\$ 15,000

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 75. <sup>00</sup>	X	2,000	=	\$ 150,000
2	Overtime (Per Crew)	\$ 55. <sup>00</sup>	X	100	=	\$ 5,500
<b>Sub Total Part IV - Labor Costs</b>					=	<b>\$ 155,500</b>

**Total Section I - First Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 314,229.40

## Section II - Second Year Costs

### Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	30.99	X	6	=	\$ 3718.80
2	FAA-ASR Roadway	2	X	542.00	X	2	=	\$ 2168
3	BWI Marshall Trail	14	X	73.50	X	2	=	\$ 2058.00
4	BWI Marshall Fire Trail	7	X	148.90	X	2	=	\$ 2084.60
Sub Total Part I - Inspection Costs							=	\$ 10,029.40

### Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 129.	X	50	=	\$ 6450	
2	Between 10" and 18"	14	\$ 305.	X	100	=	\$ 30500	
3	Between 18" and 26"	22	\$ 745	X	50	=	\$ 37250	
4	Between 26" and 34"	30	\$ 1300.	X	20	=	\$ 26000	
5	Between 34" and 42"	38	\$ 1225.	X	20	=	\$ 24500	
6	Between 42" and 46"	44	\$ 600	X	10	=	\$ 6000	
7	Over 46"	50	\$ 600	X	5	=	\$ 3000	
Sub Total Part II - Tree Removal Costs							=	\$ 133,700

### Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5000.00	
Sub Total Part III - Special Equipment and Service Costs						=	\$ 15,000

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)	=	Annual Cost
1	Straight Time (Per Crew)	\$ 75. <sup>00</sup>	X	2,000	=	\$ 150. <sup>00</sup>
2	Overtime (Per Crew)	\$ 55. <sup>00</sup>	X	100	=	\$ 55. <sup>00</sup>
<b>Sub Total Part IV - Labor Costs</b>					=	<b>\$ 155.500</b>

**Total Section II - Second Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 314,229.<sup>40</sup>

### Section III - Third Year Costs

#### Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)	=	Annual Cost
1	Security Perimeter Fence	20	X	30.99	X	6	=	\$ 3718.94
2	FAA-ASR Roadway	2	X	542.	X	2	=	\$ 2168.
3	BWI Marshall Trail	14	X	73.54	X	2	=	\$ 2058
4	BWI Marshall Fire Trail	7	X	148.94	X	2	=	\$ 2084.62
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 10029.40</b>

#### Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)	=	Annual Cost	
1	Under 10"	6	\$ 129	X	50	=	\$ 6450	
2	Between 10" and 18"	14	\$ 305	X	100	=	\$ 30,500	
3	Between 18" and 26"	22	\$ 745	X	50	=	\$ 37,250	
4	Between 26" and 34"	30	\$ 1300	X	20	=	\$ 26,000	
5	Between 34" and 42"	38	\$ 1225	X	20	=	\$ 24,500	
6	Between 42" and 46"	44	\$ 600	X	10	=	\$ 6,000	
7	Over 46"	50	\$ 600	X	5	=	\$ 3,000	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 133,700</b>

#### Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)	=	Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000	
<b>Sub Total Part III - Special Equipment and Service Costs</b>						=	<b>\$ 15,000</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 75	X	2,000	=	\$ 150 <i>ac</i>
2	Overtime (Per Crew)	\$ 55	X	100	=	\$ 5500
<b>Sub Total Part IV - Labor Costs</b>					=	\$ 155.50

**Total Section III - Third Year Costs**

(Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 314,229.46

**Section IV - Fourth Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	30 <sup>99</sup>	X	6	=	\$ 3718. <sup>54</sup>
2	FAA-ASR Roadway	2	X	547	X	2	=	\$ 2168
3	BWI Marshall Trail	14	X	73. <sup>54</sup>	X	2	=	\$ 2058
4	BWI Marshall Fire Trail	7	X	148. <sup>90</sup>	X	2	=	\$ 2084. <sup>60</sup>
<b>Sub Total Part I - Inspection Costs</b>							=	\$ 1062940

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 129	X	50	=	\$ 6450	
2	Between 10" and 18"	14	\$ 305	X	100	=	\$ 30500	
3	Between 18" and 26"	22	\$ 745	X	50	=	\$ 37,250	
4	Between 26" and 34"	30	\$ 1300	X	20	=	\$ 26000	
5	Between 34" and 42"	38	\$ 1225	X	20	=	\$ 24500	
6	Between 42" and 46"	44	\$ 600	X	10	=	\$ 6000	
7	Over 46"	50	\$ 600	X	5	=	\$ 3000	
<b>Sub Total Part II - Tree Removal Costs</b>							=	\$ 133,700

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5000	
<b>Sub Total Part III - Special Equipment and Service Costs</b>						=	\$ 15,000



**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)	=	Annual Cost
1	Straight Time (Per Crew)	\$ 75	X	2,000	=	\$ 150,000
2	Overtime (Per Crew)	\$ 55	X	100	=	\$ 5500
<b>Sub Total Part IV - Labor Costs</b>					=	\$ 155,500

**Total Section IV - Fourth Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 314,229.40

**Section V - Fifth Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	3099	X	6	=	\$ 3718.80
2	FAA-ASR Roadway	2	X	542	X	2	=	\$ 2168
3	BWI Marshall Trail	14	X	73.50	X	2	=	\$ 2058
4	BWI Marshall Fire Trail	7	X	148.90	X	2	=	\$ 2084.60
<b>Sub Total Part I - Inspection Costs</b>							=	\$ 10029.40

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 129	X	50	=	\$ 6450	
2	Between 10" and 18"	14	\$ 305	X	100	=	\$ 30,500	
3	Between 18" and 26"	22	\$ 745	X	50	=	\$ 37,250	
4	Between 26" and 34"	30	\$ 1300	X	20	=	\$ 26,000	
5	Between 34" and 42"	38	\$ 1225	X	20	=	\$ 24,500	
6	Between 42" and 46"	44	\$ 600	X	10	=	\$ 6,000	
7	Over 46"	50	\$ 600	X	5	=	\$ 3,000	
<b>Sub Total Part II - Tree Removal Costs</b>							=	\$ 133,700

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= \$ 15,000

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 75	X	2,000	=	\$ 150,000
2	Overtime (Per Crew)	\$ 55	X	100	=	\$ 5,000
<b>Sub Total Part IV - Labor Costs</b>					=	\$

**Total Section V - Fifth Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 314,229.40

**Section VI - Extra Work Allowances - Five Years (Per TP-1.22)**

Item No.	Description		Allowance
1	Extra Work, Materials and Labor Allowance - BWI Marshall	=	\$ 600,000.00
2	Extra Work, Materials and Labor Allowance - MTN	=	\$ 150,000.00
<b>Total Section VI</b>		=	<b>\$ 750,000.00</b>

The Extra Work, Parts and Labor Allowances is per **TP-1.22**. The dollar amounts for the Extra Work and Parts Allowance are not guaranteed payments to the Contractor. The funds are intended to give the Administration spending flexibility for work over and above the routine scope of work outlined in the technical provisions of the contract for growth of BWI Marshall passenger counts and increased usage of facilities, as well as non-routine, unexpected and emergency expenses.

**Section VII - Total Contract Cost (Total Section I through VI)**

\$ 1,064,229.40

TOTAL CONTRACT COST

One million sixty-four thousand two hundred

twenty-nine DOLLARS AND fourty CENTS. (\$ 1,064,229.40 ).

The contract shall be awarded to the responsible bidder that submits the lowest responsive bid based upon the specifications.

The foregoing prices include and cover the furnishing of all vendor/subcontractor labor and material, mark-up, overhead, profit, delivery, storage, burden, installation, equipment, tools, insurance, and all similar incidental costs to complete each individual task, as set forth, described, and shown in the Specifications and other Contract Documents. Total Contract Cost listed above is the maximum spending authority for this contract and is subject to approval by the Maryland Board of Public Works. It should be noted, however, Administration spending authority for the contract is subject to fiscal year appropriations as approved by the Governor and the State Legislature and may be funded at less than the full contract value.

Each and every person bidding and named above must sign here. In case of firm, give the first and last name of each member in full with residence.

In case a bid shall be submitted by or on behalf of any corporation it must be signed in the name of such corporation by an authorized officer, or agent thereof, who shall also subscribe his name and office. The seal of the corporation shall be fixed.

\*\*\*\*\*

**IN WITNESS WHEREOF:**

Mary C. Brown  
Witness

\_\_\_\_\_  
Contractor

10/29/20  
Date

By: \_\_\_\_\_  
Signature

EDDIP F&C  
Name of Point of Contact

\_\_\_\_\_  
Printed or Typed

410-820-5030  
Phone Number of Point of Contact

Owner  
Title

Affordable Tree Service LLC  
E-Mail Address of Point of Contact Gmail.com

45-85457  
Federal Tax Identification Number  
or Social Security Number

Eddy  
Title of Point of Contact

SECTION P

**BID**

BID OF

\$ 3,897,500

ADDRESS

1881 PEACE CT ST LEONARD MD 20685

TELEPHONE

410 610 7380

FACSIMILE NUMBER

E-MAIL ADDRESS

GENEMCLENZE1@GMAIL.COM

MADE THIS

27

DAY OF

OCTOBER (2020)

BID GUARANTY

Required

TIME OF COMPLETION

See TP-1.04 Duration

LIQUIDATED DAMAGES PER

N/A

BIDS ARE IRREVOCABLE FOR 90 DAYS FOLLOWING BID OPENING

TO THE MARYLAND AVIATION ADMINISTRATION

BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT

GENTLEMEN:

The undersigned hereby declares to have carefully examined the Specifications entitled: Maryland Department of Transportation, Maryland Aviation Administration, **Contract No. MAA-MC-21-010, Tree Care Services at Baltimore/Washington International Thurgood Marshall Airport (BWI Thurgood Marshall) and Martin State (MTN) Airports, dated September, 2020.**

The undersigned proposes and agrees to furnish all labor, materials, equipment and services necessary for the above-said project for the Maryland Department of Transportation Maryland Aviation Administration MDOT MAA in accordance with the Specifications and other Contract Documents including all Addenda at and for the following price(s):

Bidders shall submit positive unit price amounts or a bid of zero on the Bid form only. No negative unit price amounts shall be accepted as responsive bids.

## Section I - First Year Costs

### Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost	
1	Security Perimeter Fence	20	X	2,500	X	6	=	\$ 15,000	
2	FAA-ASR Roadway	2	X	500	X	2	=	\$ 1,000	
3	BWI Marshall Trail	14	X	2,500	X	2	=	\$ 5,000	
4	BWI Marshall Fire Trail	7	X	2,000	X	2	=	\$ 4,000	
<b>Sub Total Part I - Inspection Costs</b>								=	<b>\$ 25,000</b>

### Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost		
1	Under 10"	6	\$ 500	X	50	=	\$ 25,000		
2	Between 10" and 18"	14	\$ 1,000	X	100	=	\$ 100,000		
3	Between 18" and 26"	22	\$ 2,000	X	50	=	\$ 100,000		
4	Between 26" and 34"	30	\$ 2,000	X	20	=	\$ 40,000		
5	Between 34" and 42"	38	\$ 2,500	X	20	=	\$ 50,000		
6	Between 42" and 46"	44	\$ 1,500	X	10	=	\$ 15,000		
7	Over 46"	50	\$ 1,500	X	5	=	\$ 7,500		
<b>Sub Total Part II - Tree Removal Costs</b>								=	<b>\$ 337,500</b>

### Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000	
<b>Sub Total Part III - Special Equipment and Service Costs</b>						=	<b>\$ 15,000</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 120	X	2,000	=	\$ 240,000
2	Overtime (Per Crew)	\$ 120	X	100	=	\$ 12,000
<b>Sub Total Part IV - Labor Costs</b>					=	<b>\$ 252,000</b>

**Total Section I - First Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 629,500



**Section II - Second Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost	
1	Security Perimeter Fence	20	X	2,500	X	6	=	\$ 15,000	
2	FAA-ASR Roadway	2	X	500	X	2	=	\$ 1,000	
3	BWI Marshall Trail	14	X	2,500	X	2	=	\$ 5,000	
4	BWI Marshall Fire Trail	7	X	2,000	X	2	=	\$ 4,000	
<b>Sub Total Part I - Inspection Costs</b>								=	\$ 25,000

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost		
1	Under 10"	6	\$ 500	X	50	=	\$ 25,000		
2	Between 10" and 18"	14	\$ 1,000	X	100	=	\$ 100,000		
3	Between 18" and 26"	22	\$ 2,000	X	50	=	\$ 100,000		
4	Between 26" and 34"	30	\$ 2,000	X	20	=	\$ 40,000		
5	Between 34" and 42"	38	\$ 2,500	X	20	=	\$ 50,000		
6	Between 42" and 46"	44	\$ 1,500	X	10	=	\$ 15,000		
7	Over 46"	50	\$ 1,500	X	5	=	\$ 7,500		
<b>Sub Total Part II - Tree Removal Costs</b>								=	\$ 337,500

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000	
<b>Sub Total Part III - Special Equipment and Service Costs</b>						=	\$ 15,000

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 120	X	2,000	=	\$ 240,000
2	Overtime (Per Crew)	\$ 120	X	100	=	\$ 12,000
<b>Sub Total Part IV - Labor Costs</b>					=	<b>\$ 252,000</b>

**Total Section II - Second Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 629,500

### Section III - Third Year Costs

#### Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost	
1	Security Perimeter Fence	20	X	2,500	X	6	=	\$ 15,000	
2	FAA-ASR Roadway	2	X	500	X	2	=	\$ 1,000	
3	BWI Marshall Trail	14	X	2,500	X	2	=	\$ 5,000	
4	BWI Marshall Fire Trail	7	X	2,000	X	2	=	\$ 4,000	
<b>Sub Total Part I - Inspection Costs</b>								=	<b>\$ 25,000</b>

#### Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost		
1	Under 10"	6	\$ 500	X	50	=	\$ 25,000		
2	Between 10" and 18"	14	\$ 1,000	X	100	=	\$ 100,000		
3	Between 18" and 26"	22	\$ 2,000	X	50	=	\$ 100,000		
4	Between 26" and 34"	30	\$ 2,000	X	20	=	\$ 40,000		
5	Between 34" and 42"	38	\$ 2,500	X	20	=	\$ 50,000		
6	Between 42" and 46"	44	\$ 1,500	X	10	=	\$ 15,000		
7	Over 46"	50	\$ 1,500	X	5	=	\$ 7,500		
<b>Sub Total Part II - Tree Removal Costs</b>								=	<b>\$ 337,500</b>

#### Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000	
<b>Sub Total Part III - Special Equipment and Service Costs</b>						=	<b>\$ 15,000</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 120	X	2,000	=	\$ 240,000
2	Overtime (Per Crew)	\$ 120	X	100	=	\$ 12,000
<b>Sub Total Part IV - Labor Costs</b>					=	<b>\$ 252,000</b>

**Total Section III - Third Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 629,500

**Section IV - Fourth Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	2,500	X	6	=	\$ 15,000
2	FAA-ASR Roadway	2	X	500	X	2	=	\$ 1,000
3	BWI Marshall Trail	14	X	2,500	X	2	=	\$ 5,000
4	BWI Marshall Fire Trail	7	X	2,000	X	2	=	\$ 4,000
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 25,000</b>

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 500	X	50	=	\$ 25,000	
2	Between 10" and 18"	14	\$ 1,000	X	100	=	\$ 100,000	
3	Between 18" and 26"	22	\$ 2,000	X	50	=	\$ 100,000	
4	Between 26" and 34"	30	\$ 2,000	X	20	=	\$ 40,000	
5	Between 34" and 42"	38	\$ 2,500	X	20	=	\$ 50,000	
6	Between 42" and 46"	44	\$ 1,500	X	10	=	\$ 15,000	
7	Over 46"	50	\$ 1,500	X	5	=	\$ 7,500	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 337,500</b>

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= <b>\$ 15,000</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 120	X	2,000	=	\$ 240,000
2	Overtime (Per Crew)	\$ 120	X	100	=	\$ 12,000
<b>Sub Total Part IV - Labor Costs</b>					=	<b>\$ 252,000</b>

**Total Section IV - Fourth Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 609,500

**Section V - Fifth Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Entire Length	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	2,500	X	6	=	\$ 15,000
2	FAA-ASR Roadway	2	X	500	X	2	=	\$ 1,000
3	BWI Marshall Trail	14	X	2,300	X	2	=	\$ 5,000
4	BWI Marshall Fire Trail	7	X	2,000	X	2	=	\$ 4,000
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 25,000</b>

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 500	X	50	=	\$ 25,000	
2	Between 10" and 18"	14	\$ 1,000	X	100	=	\$ 100,000	
3	Between 18" and 26"	22	\$ 2,000	X	50	=	\$ 100,000	
4	Between 26" and 34"	30	\$ 2,000	X	20	=	\$ 40,000	
5	Between 34" and 42"	38	\$ 2,500	X	20	=	\$ 50,000	
6	Between 42" and 46"	44	\$ 1,500	X	10	=	\$ 15,000	
7	Over 46"	50	\$ 1,500	X	5	=	\$ 7,500	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 337,500</b>

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 50	X	200	=	\$ 10,000
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50	X	100	=	\$ 5,000
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= <b>\$ 15,000</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 120	X	2,000	=	\$ 240,000
2	Overtime (Per Crew)	\$ 120	X	100	=	\$ 12,000
<b>Sub Total Part IV - Labor Costs</b>					=	\$ 252,000

**Total Section V - Fifth Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 629,800



**Section VI - Extra Work Allowances - Five Years (Per TP-1.22)**

Item No.	Description		Allowance
1	Extra Work, Materials and Labor Allowance - BWI Marshall	=	\$ 600,000.00
2	Extra Work, Materials and Labor Allowance - MTN	=	\$ 150,000.00
<b>Total Section VI</b>		=	<b>\$ 750,000.00</b>

The Extra Work, Parts and Labor Allowances is per **TP-1.22**. The dollar amounts for the Extra Work and Parts Allowance are not guaranteed payments to the Contractor. The funds are intended to give the Administration spending flexibility for work over and above the routine scope of work outlined in the technical provisions of the contract for growth of BWI Marshall passenger counts and increased usage of facilities, as well as non-routine, unexpected and emergency expenses.

**Section VII - Total Contract Cost (Total Section I through VI)**

\$ 3,897,500

TOTAL CONTRACT COST Three million eight hundred ninety-seven

thousand five hundred DOLLARS AND                      CENTS. (\$ 00).

The contract shall be awarded to the responsible bidder that submits the lowest responsive bid based upon the specifications.

The foregoing prices include and cover the furnishing of all vendor/subcontractor labor and material, mark-up, overhead, profit, delivery, storage, burden, installation, equipment, tools, insurance, and all similar incidental costs to complete each individual task, as set forth, described, and shown in the Specifications and other Contract Documents. Total Contract Cost listed above is the maximum spending authority for this contract and is subject to approval by the Maryland Board of Public Works. It should be noted, however, Administration spending authority for the contract is subject to fiscal year appropriations as approved by the Governor and the State Legislature and may be funded at less than the full contract value.

Each and every person bidding and named above must sign here. In case of firm, give the first and last name of each member in full with residence.

In case a bid shall be submitted by or on behalf of any corporation it must be signed in the name of such corporation by an authorized officer, or agent thereof, who shall also subscribe his name and office. The seal of the corporation shall be fixed.

\*\*\*\*\*

IN WITNESS WHEREOF:

Dillon Adams  
Witness

MCKENZIE CONTRACTING  
Contractor

10/27/2020  
Date

By:   
Signature

GENE MCKENZIE  
Name of Point of Contact

GENE MCKENZIE  
Printed or Typed

410 610 7380  
Phone Number of Point of Contact

OWNER  
Title

GENEMCKENZIE1@GMAIL.COM  
E-Mail Address of Point of Contact

47-5386369  
Federal Tax Identification Number  
or Social Security Number

OWNER  
Title of Point of Contact

SECTION P

**BID**

BID OF RJO Services, LLC  
ADDRESS 318 Baltimore Annapolis Blvd. Severna Park MD. 21146  
TELEPHONE 410-787-8808  
FACSIMILE NUMBER 410-590-2757  
E-MAIL ADDRESS info@rjoservicesllc.com  
MADE THIS 29<sup>th</sup> DAY OF October, 2020  
BID GUARANTY Not Required  
TIME OF COMPLETION See TP-1.04 Duration  
LIQUIDATED DAMAGES PER N/A

BIDS ARE IRREVOCABLE FOR 90 DAYS FOLLOWING BID OPENING

TO THE MARYLAND AVIATION ADMINISTRATION  
BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT

GENTLEMEN:

The undersigned hereby declares to have carefully examined the Specifications entitled: Maryland Department of Transportation, Maryland Aviation Administration, **Contract No. MAA-MC-21-010, Tree Care Services at Baltimore/Washington International Thurgood Marshall Airport (BWI Thurgood Marshall) and Martin State (MTN) Airports, dated August, 2020.**

above-said project for the Maryland Department of Transportation Maryland Aviation Administration MDOT MAA in accordance with the Specifications and other Contract Documents including Addenda issued by the Maryland Aviation Administration, number(s) 1 at and for the following price(s):

Bidders shall submit positive unit price amounts or a bid of zero on the Bid form only. No negative unit price amounts shall be accepted as responsive bids.

10/22/2020

Print :: Workspace Webmail

## MAA-MC-21-010 Addendum Number 1

"lyn@joservicesllc.com" [lyn@joservicesllc.com]

Sent: 10/22/2020 8:17 AM

To: ""tthomas6@bwairport.com" <tthomas6@bwairport.com>

Good Morning Mr. Thomas,

Please see attached Addendum Number 1 for MAA-MC-21-010.

Please acknowledge receipt of this email.

Have a good day.

**Thank you.**

**Sincerely,**  
**Kathy Droney**  
**Executive Administrator**  
**RJO Services LLC**  
**410-787-8808**  
**Fax 410-590-2757**

Attachments: [MAA-MC-21-010 Addendum Number 120201022\\_08154822.pdf](#)

**Section I - First Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Mile	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	55.00	X	6	=	\$ 6600.00
2	FAA-ASR Roadway	2	X	550.00	X	2	=	\$ 2200.00
3	BWI Marshall Trail	14	X	78.57	X	2	=	\$ 2199.96
4	BWI Marshall Fire Trail	7	X	157.14	X	2	=	\$ 2199.96
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 13,199.92</b>

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 100.00	X	50	=	\$ 5000.00	
2	Between 10" and 18"	14	\$ 350.00	X	100	=	\$ 35000.00	
3	Between 18" and 26"	22	\$ 775.00	X	50	=	\$ 38750.00	
4	Between 26" and 34"	30	\$ 1300.00	X	20	=	\$ 26000.00	
5	Between 34" and 42"	38	\$ 1325.00	X	20	=	\$ 26500.00	
6	Between 42" and 46"	44	\$ 1350.00	X	10	=	\$ 13500.00	
7	Over 46"	50	\$ 1375.00	X	5	=	\$ 6875.00	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 151,625.00</b>

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 65.00	X	200	=	\$ 13000.00
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50.00	X	100	=	\$ 5000.00
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= <b>\$ 18,000.00</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 65.00	X	2,000	=	\$ 130000.00
2	Overtime (Per Crew)	\$ 65.00	X	100	=	\$ 6500.00
Sub Total Part IV - Labor Costs					=	\$ 136,500.00

**Total Section I - First Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 319,324.92

**Section II - Second Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Mile	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	55.00	X	6	=	\$ 6600.00
2	FAA-ASR Roadway	2	X	550.00	X	2	=	\$ 2200.00
3	BWI Marshall Trail	14	X	78.57	X	2	=	\$ 2199.96
4	BWI Marshall Fire Trail	7	X	157.14	X	2	=	\$ 2199.96
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 13,199.92</b>

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 100.00	X	50	=	\$ 5000.00	
2	Between 10" and 18"	14	\$ 350.00	X	100	=	\$ 35000.00	
3	Between 18" and 26"	22	\$ 775.00	X	50	=	\$ 38750.00	
4	Between 26" and 34"	30	\$ 1300.00	X	20	=	\$ 26000.00	
5	Between 34" and 42"	38	\$ 1325.00	X	20	=	\$ 26500.00	
6	Between 42" and 46"	44	\$ 1350.00	X	10	=	\$ 13500.00	
7	Over 46"	50	\$ 1375.00	X	5	=	\$ 6875.00	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 151,625.00</b>

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 65.00	X	200	=	\$ 13000.00
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50.00	X	100	=	\$ 5000.00
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= <b>\$ 18,000.00</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)	=	Annual Cost
1	Straight Time (Per Crew)	\$ 65.00	X	2,000	=	\$ 130,000.00
2	Overtime (Per Crew)	\$ 65.00	X	100	=	\$ 6,500.00
<b>Sub Total Part IV - Labor Costs</b>						<b>= \$ 136,500.00</b>

**Total Section II - Second Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 319,324.92



**Section III - Third Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Mile	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	55.00	X	6	=	\$ 6600.00
2	FAA-ASR Roadway	2	X	550.00	X	2	=	\$ 2200.00
3	BWI Marshall Trail	14	X	78.57	X	2	=	\$ 2199.96
4	BWI Marshall Fire Trail	7	X	157.14	X	2	=	\$ 2199.96
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 13,199.92</b>

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 100.00	X	50	=	\$ 5000.00	
2	Between 10" and 18"	14	\$ 350.00	X	100	=	\$ 35000.00	
3	Between 18" and 26"	22	\$ 775.00	X	50	=	\$ 38750.00	
4	Between 26" and 34"	30	\$ 1300.00	X	20	=	\$ 26000.00	
5	Between 34" and 42"	38	\$ 1325.00	X	20	=	\$ 26500.00	
6	Between 42" and 46"	44	\$ 1350.00	X	10	=	\$ 13500.00	
7	Over 46"	50	\$ 1375.00	X	5	=	\$ 6875.00	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 151,625.00</b>

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 65.00	X	200	=	\$ 13000.00
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50.00	X	100	=	\$ 5000.00
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= <b>\$ 18,000.00</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 65.00	X	2,000	=	\$ 130,000.00
2	Overtime (Per Crew)	\$ 65.00	X	100	=	\$ 6,500.00
Sub Total Part IV - Labor Costs					=	\$ 136,500.00

**Total Section III - Third Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 319,324.92

**Section IV - Fourth Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Mile	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	55.00	X	6	=	\$ 6600.00
2	FAA-ASR Roadway	2	X	550.00	X	2	=	\$ 2200.00
3	BWI Marshall Trail	14	X	78.57	X	2	=	\$ 2199.96
4	BWI Marshall Fire Trail	7	X	157.14	X	2	=	\$ 2199.96
<b>Sub Total Part I - Inspection Costs</b>							=	<b>\$ 13,199.92</b>

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 100.00	X	50	=	\$ 5000.00	
2	Between 10" and 18"	14	\$ 350.00	X	100	=	\$ 35000.00	
3	Between 18" and 26"	22	\$ 775.00	X	50	=	\$ 38750.00	
4	Between 26" and 34"	30	\$ 1300.00	X	20	=	\$ 26000.00	
5	Between 34" and 42"	38	\$ 1325.00	X	20	=	\$ 26500.00	
6	Between 42" and 46"	44	\$ 1350.00	X	10	=	\$ 13500.00	
7	Over 46"	50	\$ 1375.00	X	5	=	\$ 6875.00	
<b>Sub Total Part II - Tree Removal Costs</b>							=	<b>\$ 151,625.00</b>

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 65.00	X	200	=	\$ 13000.00
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50.00	X	100	=	\$ 5000.00
<b>Sub Total Part III - Special Equipment and Service Costs</b>						= <b>\$ 18,000.00</b>

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 65.00	X	2,000	=	\$ 130,000.00
2	Overtime (Per Crew)	\$ 65.00	X	100	=	\$ 6,500.00
Sub Total Part IV - Labor Costs					=	\$ 136,500.00

**Total Section IV - Fourth Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 319,324.92

**Section V - Fifth Year Costs**

**Part I - Inspection Costs (Per TP-1.08, TP-1.09 and TP-1.21)**

Item No.	Description	Length (Miles)	X	Rate Per Mile	X	Annual Frequency (Times)		Annual Cost
1	Security Perimeter Fence	20	X	55.00	X	6	=	\$ 6600.00
2	FAA-ASR Roadway	2	X	550.00	X	2	=	\$ 2200.00
3	BWI Marshall Trail	14	X	78.57	X	2	=	\$ 2199.96
4	BWI Marshall Fire Trail	7	X	157.14	X	2	=	\$ 2199.96
Sub Total Part I - Inspection Costs							=	\$ 13,199.92

**Part II - Tree Removal Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Tree Caliper Inches	Pay Size (Inches)	Unit Price	X	Annual Frequency (Times)		Annual Cost	
1	Under 10"	6	\$ 100.00	X	50	=	\$ 5000.00	
2	Between 10" and 18"	14	\$ 350.00	X	100	=	\$ 35000.00	
3	Between 18" and 26"	22	\$ 775.00	X	50	=	\$ 38750.00	
4	Between 26" and 34"	30	\$ 1300.00	X	20	=	\$ 26000.00	
5	Between 34" and 42"	38	\$ 1325.00	X	20	=	\$ 26500.00	
6	Between 42" and 46"	44	\$ 1350.00	X	10	=	\$ 13500.00	
7	Over 46"	50	\$ 1375.00	X	5	=	\$ 6875.00	
Sub Total Part II - Tree Removal Costs							=	\$ 151,625.00

**Part III - Special Equipment and Service Costs (Per TP-1.08, TP-1.11 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost	
1	Stump Grinding Equipment Service (Including All Equipment and Labor)	\$ 65.00	X	200	=	\$ 13000.00	
2	GPS Marking Service (Including All Equipment and Labor)	\$ 50.00	X	100	=	\$ 5000.00	
Sub Total Part III - Special Equipment and Service Costs						=	\$ 18,000.00

**Part IV - Labor Costs (Per TP-1.08, TP-1.10 and TP-1.21)**

Item No.	Description	Unit Price (Per Hour)	X	Annual Frequency (Hours)		Annual Cost
1	Straight Time (Per Crew)	\$ 65.00	X	2,000	=	\$ 136,000.00
2	Overtime (Per Crew)	\$ 65.00	X	100	=	\$ 6,500.00
Sub Total Part IV - Labor Costs					=	\$ 136,500.00

**Total Section V - Fifth Year Costs**  
 (Sub Total Part I plus Part II plus Part III plus Part IV)

\$ 319,324.92

**Section VI - Extra Work Allowances - Five Years (Per TP-1.22)**

Item No.	Description		Allowance
1	Extra Work, Materials and Labor Allowance - BWI Marshall	=	\$ 600,000.00
2	Extra Work, Materials and Labor Allowance - MTN	=	\$ 150,000.00
<b>Total Section VI</b>		=	<b>\$ 750,000.00</b>

The Extra Work, Parts and Labor Allowances is per TP-1.22. The dollar amounts for the Extra Work and Parts Allowance are not guaranteed payments to the Contractor. The funds are intended to give the Administration spending flexibility for work over and above the routine scope of work outlined in the technical provisions of the contract for growth of BWI Marshall passenger counts and increased usage of facilities, as well as non-routine, unexpected and emergency expenses.

**Section VII - Total Contract Cost (Total Section I through VI)** \$ 2,346,624.60

TOTAL CONTRACT COST Two Million Three Hundred Forty Six Thousand Six Hundred

Twenty Four DOLLARS AND Sixty CENTS. (\$ 2,346,624.60).

The contract shall be awarded to the responsible bidder that submits the lowest responsive bid based upon the specifications.

The foregoing prices include and cover the furnishing of all vendor/subcontractor labor and material, mark-up, overhead, profit, delivery, storage, burden, installation, equipment, tools, insurance, and all similar incidental costs to complete each individual task, as set forth, described, and shown in the Specifications and other Contract Documents. Total Contract Cost listed above is the maximum spending authority for this contract and is subject to approval by the Maryland Board of Public Works. It should be noted, however, Administration spending authority for the contract is subject to fiscal year appropriations as approved by the Governor and the State Legislature and may be funded at less than the full contract value.

Each and every person bidding and named above must sign here. In case of firm, give the first and last name of each member in full with residence.

In case a bid shall be submitted by or on behalf of any corporation it must be signed in the name of such corporation by an authorized officer, or agent thereof, who shall also subscribe his name and office. The seal of the corporation shall be fixed.

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IN WITNESS WHEREOF:

Katherine Droney  
Witness

RJO Services, LLC  
Contractor

10.29.20  
Date

By:   
Signature

Katherine Droney  
Name of Point of Contact

Thomas H. Sears  
Printed or Typed

410-787-8808  
Phone Number of Point of Contact

President  
Title

info@rjoservicesllc.com  
E-Mail Address of Point of Contact

20-2110046  
Federal Tax Identification Number  
or Social Security Number

Executive Assistant  
Title of Point of Contact